



STATE OF ALABAMA

ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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Board Meeting December 13, 2021 Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Monday, December 13, 2021 at the Board's office. The following Board members were in attendance: Ms. Nancy Hayes (Board Chair), Mr. Michael Deuel (member), Ms. Judith Gilliam (member), Ms. Beth Overland (member), Ms. LaShawn Washington (member), Mr. Melvin Walker (member), Mr. Chris McGaha (new member), Ms. Angie Carmody-Cox (new member) and Ms. Wendy Darling (joining at 11:00 a.m.). Others attending were Mr. Keith Warren (Executive Director), Ms. Yvonne Saxon (Assistant Attorney General), Ms. Leigh Mooror (Board Administrator) and Ms. Renee' Reames (recording secretary), interpreters (interpreter services) and guests.

I. Call to Order and Oath of Office

The meeting was called to order at 10:13 a.m. by Ms. Nancy Hayes, Board Chair. Mr. Warren administered the Oath of Office to new Board members, Mr. Chris McGaha and Ms. Angie Carmody-Cox, and reappointed member, Ms. Nancy Hayes. Following a roll call of the Board members by Mr. Warren and he indicated that a quorum of the members was present to conduct business. The meeting was advertised in advance on the Board's website, www.albit.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act.

II. Approval of Meeting Agenda

A copy of the December meeting agenda was distributed to the members before the meeting for their review.

MOTION 2022-01: Mr. Walker made a motion to accept the agenda as presented. The motion was seconded by Mr. Deuel. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, and Ms. Cox. With no members opposed, the motion was unanimously approved.

III. Approval of Meeting Minutes

Chairperson Hayes presented the August 26, 2021 Board meeting minutes for the Board's approval and a copy of the minutes was distributed to the members before the meeting for their review.

MOTION 2022-02: Ms. Gilliam made the motion to approve the August meeting minutes with typographical corrections. The motion was seconded by Ms. Deuel. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, and Ms. Cox. With no members opposed, the motion was unanimously approved.

IV. Reports

- A. Board Chair: Chairperson Hayes indicated that she had no report at this time.
- B. Executive Director Report: Mr. Warren presented the Executive Director Report, which included financial activities of the Board for FY 2021 ending September 30, 2021. He also reported on FY 2022 financial activities for the period ending October 31, 2021. He reported on the current number of licensees (290) and the number of complaints received in FY 2021.

MOTION 2022-03: Mr. Walker made a motion to accept the financial report as presented. The motion was seconded by Mr. McGaha. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, and Ms. Cox. With no members opposed, the motion was unanimously approved.

Mr. Warren also presented the Administrator's report of activities performed by staff since the last Board meeting in August. Ms. Moorer reviewed the list of new licensees.

Mr. Warren reminded the members that, with the lifting of the COVID-19 State of Emergency, a quorum of the Board members was required to be physically onsite to conduct Board business in accordance with the Open Meetings Act. He reported that with a quorum onsite, other members would be allowed to participate virtually, and that the Board meeting were open to the public and were encouraged to participate virtually as a COVID safeguard in social-distancing.

- C. Legal Counsel Report: Ms. Saxon reported that the Complaint Committee had met and three complaint cases were presented for Board action:

MOTION 2022-04: Ms. Gilliam made the motion to accept the Complaint Committee's recommendation to close Case 2021-003 due to no evidence of violations. The motion was seconded by Mr. McGaha. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, and Ms. Cox. With no members opposed, the motion was unanimously approved.

MOTION 2022-05: MS. Gilliam made the motion to accept the Complaint Committee's recommendation to close Case 2021-004 due to no evidence of violations. The motion was seconded by Ms. Overland. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, and Ms. Cox. With no members opposed, the motion was unanimously approved.

Ms. Saxon reported that the Code of Ethics was not currently part of the Board's Rules and that the Rules Committee would make recommendations about incorporating the Code of Ethics as a proposed rule.

Ms. Saxon reported that Case 2021-005 that involved a deaf interpreter allegedly working without assistance and recommended that the Board consider (1) notifying all deaf interpreters, who are known to the Board as exempt from licensure, about working with the assistance of a licensed hearing interpreter and (2) identifying an expiration date for exempt status and exempt interpreters would be notified about the path to licensure. Chairperson Hayes reported that further discussion would be tabled until recommendations were received from the Rules Committee.

Ms. Saxon reported that in Case 2021-005 the complaint was withdrawn by the Complainant and no further action was required concerning the Respondent in the case.

Ms. Saxon request that the Complaint Committee be authorized to review and recommend changes regarding the Complaint forms.

MOTION 2022-06: Ms. Gilliam made the motion that the Complaint Committee review the complaint forms and recommend changes to the Board. The motion was seconded by Ms. Washington. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, and Ms. Cox. With no members opposed, the motion was unanimously approved.

V. Old Business –

- A. Update on Complaint Video – Mr. Warren reported that the web-administrator, OIT, had no issues with the Board's interest to post a video on the Board's website. He announced that Warren & Company would purchase the equipment and he would work with the Board's Legal Counsel on script-development and focus on deaf interpreters.

Ms. Darling joined the meeting at 11:00 a.m.

- B. Rules Committee Recommendations– Ms. Saxon presented a proposed draft of changes to the Board's Rules as recommended by the Rules Committee. She indicated that Committee Chairperson, Mr. Walker, had received comments from the members about changes. The Board discussed revisions to the recommended changes to include:
 - (1) Proposed Definition for code of ethics include abiding by the latest revision of the RID code of ethics,
 - (2) Definition-intermediary include deaf interpreter may interpret between two or more deaf people or when translating text when a hearing person is not involved.
 - (3) Permit to practice for initial Deaf Occupational Permit omit current employment status.
 - (4) grammatical corrections under Initial Permit and Non-Renewable Permits sections.Several new chapters were added to the proposed Rules and fees revised.

Ms. Saxon reminded the Board that upon final approval of these rule changes, the application forms associated with the rules will also need to be modified.

MOTION 2022-07: Mr. Walker made the motion to accept the proposed rule changes, with the additional modifications discussed by the Board. The motion was seconded by Ms. Gilliam. Ms. Hayes called for a roll call vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland,

aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, Ms. Cox and Ms. Darling. With no members opposed, the motion was unanimously approved.

Mr. Warren reminded the Board of the rule promulgation process and the adoption of Final Rules at the Board's next meeting, with consideration to the comments that may be received from the public.

VI. New Business

- A. Exemption Request - The Board discussed the status of licensure exemptions as presented earlier in the meeting by the Board's Legal Counsel. Ms. Moorer reported that one exemption request was presented as new business.

MOTION 2022-08: Ms. Darling made the motion that all exemptions would expire March 15, 2022. The motion was seconded by Ms. Cox. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, Ms. Cox and Ms. Darling. With no members opposed, the motion was unanimously approved.

MOTION 2022-09: Mr. Walker made the motion to authorize a letter be sent to all who hold exemptions and explain the change in licensure and all school systems be notified about the change. The motion was seconded by Ms. Darling. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, Ms. Cox and Ms. Darling. With no members opposed, the motion was unanimously approved. Mr. Walker indicated that he would assist with school system contact information.

- B. Proposed 2022 Board Meeting Calendar – Chairperson Hayes presented a list of 2022 dates for the Board to meet.

MOTION 2022-10: Mr. McGaha made the motion to approve the following 2022 dates for the Board to conduct business meetings: February 17, May 19, August 18 and November 17, 2022. The motion was seconded by Mr. Walker. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, Ms. Cox and Ms. Darling. With no members opposed, the motion was unanimously approved.

Ms. Saxon reported that she was planning to retire April 30, 2022 and would continue her work with the Rules Committee during this period. She indicated that a new Legal Counsel would be appointed by the Attorney General's office.

VII. Other Business and Announcements

Ms. Hayes reported that the next meeting of the Board was scheduled for Thursday, February 17, 2022, at 10:30 a.m.

VIII. Adjournment

Having no other business to discuss, Ms. Hayes called for adjournment.

Motion 2022-11: Mr. Walker made a motion to adjourn the Board meeting. The motion was seconded by Ms. Darling. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Gilliam, aye, Ms. Overland, aye, Ms. Washington, aye, Mr. Walker, aye, Mr. McGaha, Ms. Cox and Ms.

Darling. With no members opposed, the motion was unanimously approved. Chairperson. Hayes adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Wendy Darling
Board Vice Chair

Keith E. Warren
Executive Director

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